

X. Performance Management and Project Reporting

The Y2K project effort will require quarterly reporting of progress made or problems encountered - against several performance indicators - by each of the bureaus to the CIO. Two weeks prior to the quarterly report submitted from the Department to the Office of Management and Budget (OMB), the CIO will receive a status report on all mission critical systems forwarded thru the Y2K Executive. The reporting format requested for the OMB submission has been used as a template for the bureaus reporting process and allows an easy link from the bureau information, aggregated to the Department totals, and provided in the format OMB has requested. Appendix A contains the outline of information furnished to the OMB in May, 1997 which will be used as the baseline to be tracked during the course of the Y2K project.

Performance Indicators

The Y2K problem comes with the ultimate performance measure - January 1, 2000. Does the Department's systems work on or after that date? The Y2K Project Team will be monitoring and measuring progress on a monthly basis. DOI will use a variety of indicators, most of which coincide with the requested information from OMB to satisfy their quarterly reporting cycle on the fifteenth of February, May, August, and November. These include:

- number of applications and systems in each phase of the five phase process;
- number of systems scheduled for retirement;
- total estimated costs to make systems Y2K compliant;
- actual amounts obligated for this effort;
- total number of systems in the Department's inventory;
- actual number of systems retired;
- number of systems impacted by the Y2K problem;
- number of systems fixed; and
- remaining number of systems to be fixed.

The Y2K Project Team collects and consolidate these metrics in a monthly status report, using a template outlined in the next section. The Department uses the above performance indicators as the guide for its bureaus to assess the progress of their Y2K efforts. Overall Departmentwide performance metrics are based on how well progress is made to meet the Department's Y2K milestones.

Progress Reporting

Since the Secretary has indicated to all Assistant Secretaries and heads of bureaus that the Y2K Project is one of his highest priorities, program managers will be held responsible for monitoring and reporting any schedule slippage of their mission critical systems. Adjustments to resources will be made if critical dates are missed. Bureau and office managers will have oversight

responsibilities to ensure that their mission critical systems and priority one CIO portfolio systems are renovated, retired, or replaced, and fully tested prior to March 31, 1999.

While we have experienced some slippage with certain mission critical systems, at this time (February 1999) we have no systems scheduled for completion beyond March 1999. In fact, over 10% of mission critical systems have been completed ahead of schedule. This is, in part, attributable to the CIO being immediately notified and supplied a list of alternative recommendations immediately after a system has been identified as late. Progress reporting to OMB will be done using the following template.

Departmentwide Template for Y2K Progress

Y2K Phases ==>	Assessment Phase	Renovation Phase	Validation Phase	Implementation Phase
Milestones	June, 1997	September, 1998	January, 1999	March 1999
% Completed				